

# Safety & Health Video Library

Department of Labor & Industries

## Library Policy

### Videos must be returned on time.

Three late returns will result in *immediate* cancellation of borrowing privileges. You must return videos by traceable carrier. Also, please return phone call messages from us within two business days.

### The “Only You” Rule:

Videos are checked out only to you. Don’t loan them out. All transactions must be made through the Safety & Health Video Library.

### The Traceable Shipping Rule:

Your only cost is the return shipping by traceable carrier such as United Parcel Service, Airborne or Federal Express. Or if you prefer the US Postal Service, use Certified Mail only. **Late videos must be shipped by guaranteed overnight delivery service.**

### Respect the Copyright

Unless specifically noted in the catalog and on the materials themselves, all library materials are fully protected by copyright under Title 17 of the United States Code of Federal Regulations.

- Unauthorized duplication of copyrighted materials will result in immediate cancellation of borrowing privileges.

## Library Procedures

### The 5 – 5 Rule:

You can borrow up to five videos for five days.

### The 6 Month Rule:

You can schedule videos up to six months in advance.

### The Advance Notice Rule:

Please give us eight calendar days notice before you want to show videos. The videos will arrive 1-2 business days before your show date.

## The Fine Print

Be aware that the average cost of videos in our collection is \$500. If you or your shipper loses the video(s) *you* are responsible for their full replacement cost. When shipping by UPS or Fed Ex and some other commercial shippers your package is automatically insured for \$100. You may want to purchase full coverage.

If you choose to use the US POSTAL SERVICE, you may **send by Media Mail with Delivery Confirmation**. Purchasing insurance is recommended, but not required. Please use the PO BOX address:

Department of Labor & Industries,  
Safety & Health Video Library  
PO Box 44607  
Olympia, WA 98504-4607.

Many employees of state agencies borrow videos from the Safety & Health Video Library. They, too, must use a traceable shipper to return videos.

### You will be charged for items not returned.

Please be sure to rewind all videos, and to place each one *correctly* in its proper case. Videos can be easily damaged by being forced into cases backwards or upside-down.

Protect videos from inclement weather during shipment.

We require you to **reserve videos at least eight days prior to your show date** to allow time for shipping to any city out of the greater Olympia area.

Thurston County residents must pick up and return videos in person. Allow at least two days for scheduling and one day for pick-up.